

# Secondary Dwelling Unit Permit

***Please see the Community Development Department [home](#) page for the fee schedule.***

**[Application Form](#)**

## **Permit.**

An approved Secondary Dwelling Unit Permit is required prior to construction, conversion and/or development of a secondary dwelling unit. The Secondary Dwelling Unit Permit is processed 'ministerially' without discretionary review or a hearing.

## **Development Standards**

The following development standards apply to all applications for a Secondary Dwelling Unit Permit. If you cannot comply with any of the following standards, a Variance must be obtained prior to issuance of the Secondary Dwelling Unit Permit.

1. A secondary dwelling unit is permitted only on a lot in the One-Family Residential (RS) zone district;
2. At the time of application for the Secondary Dwelling Unit permit, the applicant shall be an owner-occupant of the subject property;
3. The lot on which the secondary dwelling unit is sited shall comply with the minimum site area, width and depth standards prescribed in § 155.025 for the RS district;
4. The secondary dwelling unit shall be accessory to a principal one-family dwelling in that it is subordinate and incidental to the principal dwelling;
5. The secondary dwelling unit may either be attached to the principal dwelling, or detached from the principal dwelling;
6. The maximum gross floor area of the secondary dwelling unit shall not exceed 640 square feet;
7. When a one-family dwelling of less than 640 square feet exists on a lot, a larger one-family dwelling may be constructed as the principal dwelling, provided that the existing dwelling complies with the regulations for a secondary dwelling unit as prescribed herein;
8. A secondary dwelling unit attached to the principal dwelling shall comply with the applicable development standards for additions to a one-family residence; a detached secondary dwelling unit shall conform to the applicable development standards for an accessory structure in the RS district;
9. Not more than one secondary dwelling unit shall be permitted on any one lot. A secondary dwelling unit shall not be permitted on a lot already having two or more dwelling units located thereon and shall not be permitted in addition to a guesthouse. A guesthouse shall not be permitted on any lot developed with a secondary dwelling unit;
10. The lot on which the secondary dwelling unit is sited shall be developed with a minimum of three off-street parking spaces. As prescribed in § 155.117(A)(1), at least one of the off-street parking spaces shall be located in a garage or carport. All new parking spaces shall be developed in accordance with §§ 155.118 and 155.119 of this chapter;
11. The secondary dwelling unit shall provide complete independent living facilities for one or more persons. It shall include permanent provisions for living, sleeping, eating, cooking, and sanitation;

12. The secondary dwelling unit may have utility services metered separately from, or with the principal dwelling unit;

13. The secondary dwelling unit shall comply with all local, state and federal codes and standards, including the building codes as adopted by the City of Eureka. Development of the secondary dwelling unit shall not cause the principal dwelling to violate any local, state or federal codes and standards, including the building codes as adopted by the City of Eureka;

14. A secondary dwelling unit that conforms to the requirements of this subdivision shall not be considered to exceed the allowable density for the lot upon which it is located, and shall be deemed to be a residential use that is consistent with the existing general plan and zoning designations for the lot;

15. Secondary Dwelling Unit permits shall not be issued for secondary dwelling units that result in adverse impacts to the adequacy of water and sewer services, and/or that result in adverse impacts on traffic flow, and/or that result in adverse impacts on any real property that is listed in the California Register of Historic Places;

16. All construction proposed under the Secondary Dwelling Unit permit shall be subject to Architectural Review as prescribed in §§ 155.180 through 155.187 of the Eureka Municipal Code.

## **Application**

All applications for a Secondary Dwelling Unit Permit must include the following:

1. Proof that, at the time of application for the Secondary Dwelling Unit permit, the applicant is the owner of the property on which the secondary dwelling unit is proposed to be located;
2. Proof that, at the time of application for the Secondary Dwelling Unit permit, the owner occupies the property on which the secondary dwelling unit is proposed to be located;
3. Statement indicating the precise manner of compliance with each of the required development standards.
4. The application must be accompanied by the following plans and drawings

**Site Plan.** An accurate scaled drawing, drawn to a standard engineer or architect scale showing the following:

- (a) Title;
- (b) Scale;
- (c) North arrow;
- (d) Date;
- (e) Property address;
- (f) Assessor parcel number;
- (g) Name, address and phone number of the applicant and/or agent;
- (h) All property lines, with dimensions;
- (i) All adjacent streets, alleys and easements and right-of-way width of same;
- (j) Sidewalk area as measured from the face-of-curb to the property line;
- (k) Distance from all property lines to all structures (a.k.a. Setback dimensions);
- (l) Gross square feet of all structures;
- (m) Size and location (setbacks to property lines) of all off-street parking spaces;
- (n) Location, size and type of trees to be removed;
- (o) Natural resource areas (e.g., wetlands, riparian areas, etc.).

**Floor Plan.** An accurate scaled drawing, drawn to a standard engineer or architect scale showing the following:

- (a) Title for each floor;
- (b) Scale;
- (c) North arrow;

- (d) Date;
- (e) Property address;
- (f) Assessor parcel number;
- (g) Name, address and phone number of the applicant and/or agent;
- (h) Interior/exterior walls; show walls to remain, walls to be removed, and new walls; include doors, windows, stairs, porches, decks, etc.;
- (i) Room function (e.g., bedroom, kitchen, shed, garage, etc.);
- (j) Structure and room dimensions.

**Elevation Drawings.** For the proposed construction, accurate scaled drawings, drawn to a standard engineer or architect scale showing the following:

- (a) Title for each elevation;
- (b) Scale;
- (c) Date;
- (d) Property address;
- (e) Assessor parcel number;
- (f) Name, address and phone number of the applicant and/or agent;
- (g) Building height;
- (h) Walls, roofs, overhangs, windows, doors and other architectural features;
- (i) Slope of natural grade and cut/fill lines;
- (j) Exterior building materials;
- (k) Exterior colors or treatments, for alterations or additions to existing buildings, color photographs may be substituted.

## **Fees**

All applications for a Secondary Dwelling Unit Permit must be accompanied by a filing fee of \$50.00, as established by resolution of the City Council.